



WORKFORCE DEVELOPMENT COUNCIL

317 W. Main Street
Boise, ID 83735-0790

TRANSMITTAL #3

MEMORANDUM

September 11, 2006

TO: Workforce Development Council

FROM: Karen A. McGee, Chair

SUBJECT: One Stop Memorandum of Understanding

ACTION REQUESTED: Accept Staff Recommendations on Approvals

BACKGROUND:

At the June 20, 2006 Council meeting members approved the format to be used in developing Memoranda of Understanding (MOU) agreements among the partners of Idaho One-Stop Workforce Services Delivery System. MOUs detail what services each partner brings to the One-Stop system, location of service delivery points and any financial agreements necessary for sharing facility costs.

Recommendation:

Staff has received MOUs from the following partners. Each has been reviewed for compliance with the law and the Council's one stop policy. Staff recommends these memoranda be accepted by the Council. The Chair will sign the MOU on behalf of the Council.

**Idaho Commerce and Labor
Idaho Commission on Aging
Idaho Division of Vocational Rehabilitation
Idaho Department of Education—Adult Basic Education
Idaho Commission for the Blind and Visually Impaired**

Staff has not received MOUs from the following partners. In some cases, the partners report their MOU is in the agency approval process and will be submitted soon. In other cases, staff needs to do additional outreach and discussion to obtain the MOU, primarily from organizations that are not state agencies. Staff recommends that if the MOU is complete and feasible, and would be recommended for approval, the Chair be authorized to sign the MOU on behalf of the Council.

Idaho Division of Professional-Technical Education

Idaho Department of Health and Welfare

Idaho Migrant Council

Idaho Tribal Organizations

Centennial Job Corps Center

The MOUs are available for inspection and will be posted on the state's website when they are available. Any council member who desires a copy should contact Cheryl Brush. Copies of the draft MOU are being included for Council members only at this time.

Contact: Primary Cheryl Brush (208) 332-3570, ext. 3312

Attachment

MEMORANDUM OF UNDERSTANDING **FOR THE IDAHO ONE STOP SYSTEM**

IDAHO DEPARTMENT OF COMMERCE AND LABOR

INTRODUCTION

This Memorandum of Understanding (MOU) is entered into in the spirit of cooperation and collaboration by the Workforce Development Council, hereafter referred to as "the WDC" and the One Stop delivery system signatory partners, hereafter referred to as "the One Stop partners" or "partners" to describe how their various funding streams and resources will be utilized to better serve their mutual customers, both job seekers and employers, through an integrated system of service delivery operated at comprehensive sites known as *IdahoWorks* Career Centers and satellite sites, called *IdahoWorks* Career Connection sites. It is understood that the development and implementation of these Centers will require mutual trust and teamwork among the One Stop partnering agencies and the WDC, working together to accomplish the shared goals.

PURPOSE

The purpose of this MOU is to establish the framework for operation of the One Stop system in a manner that maximizes services to system customers while making efficient use of public resources.

STRATEGIC VISION FOR THE ONE STOP DELIVERY SYSTEM

The partners to this Agreement agree to support the goals of the Workforce Investment Act of 1998, hereafter referred to as WIA, including:

- Streamlining customer services in the One Stop delivery system
- Empowering individuals through access to information on programs, services, and outcomes available through the One Stop system
- Universal access to core services for all individuals entering the workforce investment system
- Accountability for performance and customer satisfaction

The partners agree to share accountability for achievement of the Workforce Development Council goals in attachment #1 and commit to the Vision, Guiding Principles and Goals for the One Stop system in attachment #2 to this Agreement.

PARTIES AND PROGRAM SERVICES

The partners, programs and services offered as part of the One Stop system are included as attachments to this MOU.

JOINT RESPONSIBILITIES

Leadership

The WDC will set the vision and goals for the workforce investment system and will assist partners in continuously improving the system. The One Stop partners will be responsible for coordinating delivery of services in the One Stop system. Partners will share joint responsibility for providing leadership in the design and delivery of shared processes or services offered by the partners.

System Integration

The partners will promote system integration to the maximum extent feasible through the cross training of staff, use of common and/or linked information systems and participation in a continuous improvement process designed to improve processes and increase outcomes and customer satisfaction.

Cost Sharing

Partners agree to enter into a cost sharing agreement on an annual basis to support the cost of shared services and jointly occupied facilities. Such agreement shall meet the principle of proportionate responsibility for support of services. Cost allocation among partners shall meet the WIA and its regulations, OMB circulars A-21, A-87 and A-102 state rules and policy guidelines and any local policies regarding cost sharing.

Confidentiality

Customer information, on employers and job seekers, will be shared in accordance with separate information release agreements. Partners agree that confidentiality of customer information will be maintained at all times.

SEPARATE RESPONSIBILITIES

Administrative Management

Grants Management

Each partner will be responsible for managing funds and activities under their control. Grant administration, including grant management, fiscal activities, evaluation/reporting, and overall coordination activities will be the responsibility of individual partners.

Compliance

Each partner shall be responsible for ensuring that its activities are in compliance with the WIA, their respective authorizing legislation and all attendant regulations, policies and procedures set forth by the federal or state government or the WDC.

Hold Harmless

Each partner to this Agreement will assume liability for its actions and the actions of its agents under this agreement. Each partner shall hold harmless, defend and indemnify all other partners to this agreement from any and all claims for damages, including costs and attorney fees resulting in whole or in part from the partner or its agent's activities under the Agreement.

Operational Management

Center Management

The Center Operator is responsible for the day-to-day operation of the identified facility. The Center Operator will coordinate with partners to ensure their staff is scheduled appropriately within the Center, respond to questions of an operational nature and manage the facility. Partners shall be billed for their proportionate share of costs as agreed to in the annual resource sharing agreement or notified that costs are so minimal as to be considered immaterial.

Delivery of Core and Intensive Services

Each partner shall be responsible for participating in the delivery of core and intensive services as agreed to in attachments to this agreement.

Eligibility

Each partner shall be independently responsible for determining eligibility for their respective programs. When making an eligibility determination under Title IB of the WIA, the One Stop Operator and other providers of WIA services may, at their discretion, consider the assessment information of other partners regarding an individual's need for intensive or training services.

Staff Management

Each partner shall be responsible for providing the direct supervision and control of its staff in such matters as selection and hiring decisions, personnel planning and evaluation, salary and benefits and other matters directly pertaining to an employer-employee relationship. Each partner will facilitate cross training opportunities and cooperative staffing arrangements within each One Stop Center and Affiliate center.

TERMS/CONDITIONS

Period of participation

The partners agree that the terms of this Agreement will take effect as of July 1, 2006 and will continue until such time as any partner or partners, shall modify, extend or terminate this agreement as provided below.

Disputes

The Partners acknowledge that disputes may arise from time to time and agree to attempt to resolve such disputes in the most expeditious manner possible. The lead representative for each partner involved in a dispute will attempt to reach resolution before turning the matter to the WDC. The WDC will agree upon a resolution and offer a recommendation for action to the parties involved. If such action fails, the parties agree to use the dispute resolution process which may include notice to appropriate Federal agencies to aid in resolution.

Incorporation of Additional Partners to Agreement

The WDC or partners may agree to invite other organizations to participate. If such an invitation is issued and accepted, the organization will be considered a partner from the date of its

acceptance letter and the review and approval by the WDC. Partners will review the Cost Sharing Agreements to incorporate any necessary changes to payments for shared costs as a result of the new partner participation.

Withdrawal from or Termination of the Agreement

Any partner to this Agreement may withdraw its participation in the Agreement, in whole or in part, upon giving written notice of at least 30 days, provided that a written explanation of the scope of withdrawal and the reasons for that withdrawal are included in the written notice. In such cases, the Cost Sharing Agreement will be examined by all remaining partners to assure the continuation of the concept of proportionate cost sharing. This Agreement may be terminated at any time by mutual written consent of all partners. It is understood that the partners will seek to resolve all conflicts in order to avoid termination. The designated representative of each partner will be responsible to coordinate all matters associated with this Agreement for their party, including all written notices.

The partners to this agreement evidence their acceptance of its terms by their signatures below:

Partner Signature

_____	Director	Idaho Commerce and Labor	_____
Roger B. Madsen	Title	Agency	Date

WDC Signature

_____	Chair	Idaho Workforce	_____
Karen McGee	Title	Development Council	Date

Attachments

- WDC Goals and Objectives
- WDC Vision, Goals for the One Stop system
- Service Descriptions
- Annual Cost Sharing Agreements

Memorandum of Understanding
For the Idaho One Stop System Services
Offered to Participants in the One Stop System

1. One Stop Partner Organization

Organization Name: **Idaho Commerce and Labor**
 Organization Contact: **Rogelio Valdez**
 Street Address: **317 Main Street**
 City, State ZIP: **Boise, ID 83735**
 Contact e-mail: **RValdez@cl.idaho.gov**
 Contact phone: **(208) 332-3570 ext 3163**

2. Mandatory Programs

The organization named above is responsible as the administrative entity for the oversight of the following programs identified in the Workforce Investment Act as a mandatory One Stop partner program (check all that apply):

Check all that apply	Name of Program
<input checked="" type="checkbox"/>	Wagner-Peyser – Employment Service
<input checked="" type="checkbox"/>	Veterans – DVOP/LVER
<input checked="" type="checkbox"/>	Unemployment Insurance
<input checked="" type="checkbox"/>	Trade Adjustment Assistance
<input checked="" type="checkbox"/>	Work Opportunity and W2W Tax Credits
<input checked="" type="checkbox"/>	Economic and Community Development ¹
<input checked="" type="checkbox"/>	WIA Adult, Dislocated Worker, Youth
	WIA Job Corps
	WIA Native American
	WIA MSFW
	Title V SCSEP
	Vocational Rehabilitation
	VR for the Blind
	VR Client Assistance
	Adult Basic Education
	Carl Perkins Vocational Education ²
	CSBG Employment & Training ³
	HUD E&T ³

3. Optional Programs

The organization named above is responsible for the following programs designated as “optional” one stop partners and commits to coordinating these services in the One Stop system.

Check all that apply	Name of Program
	TAFI (TANF)
	Food Stamps Employment & Training

¹ State required – information and referral to state and community resources

² Required only if funds are used for non-traditional training or services offered to target groups

³ Required only if funds are used for employment & training

	Foster Youth Education and Training
X	Workforce Development Training Fund
X	Incumbent Worker Revolving Loan Fund
	Correction's education and transition
X	Other: Regional Travel & Convention Grants
X	Other: Rural Community Block Grants
X	Other: SBIR and SBTT Technical Assistance
X	Other: Gem and Rural Community Review Technical Assistance

4. Services to be Offered in the One Stop System

The Idaho Department of Commerce and Labor agrees to the following provisions adopted by the WDC:

- Required One Stop partners will make applicable core services available and provide access to other services in at least one physical One Stop Center within each workforce region;
- Partners may utilize any authorized methodology to deliver core services provided the methodology
 - is consistent with the partner's authorizing legislation and the WIA;
 - does not require the customer to travel to another location to obtain the core service; and
 - meets minimum standards of accessibility set forth in Section 188(a)(1) of the WIA.

The Department of Commerce and Labor agrees to provide the following services through the One-Stop delivery system.

Core Services – Unrestricted: Available to all persons

Registration for basic services – the initial step into the One-Stop system. The registration usually is for the job search resources of the One-Stop, but can include filing a claim for Unemployment Insurance. The initial registration may occur electronically accessed within the One-Stop facility or via the Internet, or by personal interview.

Determination of eligibility – For programs that are restricted by eligibility requirements, this process gathers facts/documents necessary for program eligibility. This can occur at the time of initial registration or subsequently with the applicant supplying the verifying information prior to determination.

Outreach, intake and orientation to the information and services available through the One Stop system including services targeted to special populations including migrant and seasonal farm workers, veterans, older workers, Native Americans, minorities groups, and persons with disabilities.

Initial assessment - the process of gathering information about an individual's skill levels, aptitudes, abilities and supportive service needs to make an initial assessment of services or programs most appropriate for an individual.

Job search and placement assistance – activities to provide job seekers with specific and general information designed to help them carry out a successful job hunting strategy. Subjects may include labor market information, application/resume writing, interviewing techniques, skills identification, why you're hired, and other work search strategies.

Referral to other service providers - referrals will be made according to local agreements and/or usual practice. The same conditions apply to referrals to the Department by other service providers or sources. To the extent possible and practical, results of referral will be make known to each party.

Labor market statistics and information - accurate information relating to local, regional, and national labor market areas, including:

- Job vacancy listings in the local labor market area;
- Information on job skills necessary to obtain the jobs listed;
- Information relating to local occupations in demand and the earnings and skill requirements for such occupations; and,
- Regional and national information of similar scope.

Resource Center – collection of materials and equipment to assist customers in their job search activities or gaining knowledge of workforce dynamics and practices. This includes maintaining Career Information System access, internet access to relevant sites, computer applications, news papers, magazines, other service provider information, and community notices.

Performance information and program cost information on eligible providers of training services when available;

Information regarding how the local area is performing on the local performance measures, and any additional performance information with respect to the One Stop delivery system in the local area.

Accurate information relating to the availability of supportive services, including child care and transportation, available in the local area, and referral to such services, as appropriate.

Assist persons in preparing claims for unemployment compensation. Provide employers, applicants, claimants, and general public on unemployment insurance policies and requirements.

Assistance in establishing eligibility for welfare-to-work activities (not currently available in Idaho), programs of financial aid assistance for training and education programs (Pell grants) and other Federal, state or local resources that are not funded under WIA and are available in the local area. This assistance may include referrals to specific agencies; information relating to, or provision or, required applications or other forms; or specific on-site assistance.

Follow-up services - the process of maintaining contact with participants in-person, by telephone or other procedures, to determine if additional services are required to maintain or obtain employment. Follow-up, for a minimum of 12 months after the first day of the employment, is required for participants who are placed in unsubsidized employment. (Restricted to certain programs.)

Assist employers in holding job fairs, recruiting efforts, and providing interviewing facilities. Offer public information programs, including printed, electronic, and verbal presentations, on workforce issues and department programs.

Provide current information on departmental programs to other service providers., community officials, and general public. Provide general economic and community information to visitors, callers, and the like.

Intensive Services – Restricted; Program eligibility rules apply and vary by program

Intensive Services are intended to identify obstacles and provide a higher degree of intervention to assist eligible unemployed adults and dislocated workers who are determined unable to obtain or retain employment through core services. Intensive services may also be provided to employed workers to obtain or retain employment that will lead to self-sufficiency as defined by State policy.

Comprehensive and specialized assessments of the skill levels and service needs of adults and dislocated workers, which may include:

- diagnostic testing and use of other assessment tools; and
- in-depth interviewing and evaluation to identify employment barriers and appropriate employment goals.

Development of a written individual employment plan, identifying the employment goals, steps and timetables, and combination of services needed for the participant to achieve a specific occupational goal.

Group or individual career counseling: ongoing or one-time assistance from a qualified staff person to aid the participant in gaining a better understanding of themselves so that they can more realistically choose or change an occupation, or make a suitable job adjustment. Career counseling can be provided directly to an individual or through group services.

Case management for participants seeking training services; the provision of ongoing one-on-one personal assistance including, but not limited to, providing information and guidance pertaining to vocational choice, assistance in obtaining training and services to reach employability, and follow-up services over a period of time required to obtain employment.

Short-term prevocational services including development of learning skills, communication skills, interviewing skills, punctuality, personal maintenance skills, and professional conduct to prepare individuals for unsubsidized employment or training.

Out-of-area job search assistance; financial assistance for travel expenses when traveling outside the normal commuting distance for job interviews or to make direct employer contacts where there is a strong potential for employment.

Referral to and/or enrollment in literacy activities related to basic workforce readiness; includes training which will enhance the employability of the participant by upgrading basic skills. Participants may be enrolled in remedial education to enhance basic reading and math skills, English as a second language (ESL), GED preparation to obtain a high school equivalency diploma or basic computer skills commonly used in a variety of occupations and industries.

Relocation financial assistance for moving and relocation expenses when the participant receives a definite, permanent job offer which is contingent upon moving to within commuting distance of the job. Relocation assistance is prohibited to encourage or induce business relocation that would result in a loss of employment at the original site or 120 days after relocation and commencement of business if a loss of employment was encountered at the original site.

Internships are a short-term or part-time work assignment with a private for-profit employer. Internships are appropriate for a participant who needs assistance in becoming accustomed to basic work requirements.

Work experience is a short-term or part-time work assignment with a public, private nonprofit or private-for-profit worksite for a participant who needs assistance in becoming accustomed to basic work requirements; and should promote the development of good work habits and basic work skills.

Filing for Unemployment Insurance, Trade Adjustment, and other program benefits should the applicant need assistance in making the claim.

Training Services – Restricted; Program eligibility rules apply and vary by program

Training Services includes classroom and other occupational training services designed to equip eligible adults and dislocated workers to enter the workforce and/or retain employment. Training services may be made available to employed and unemployed adults and dislocated workers who:

- Have met the eligibility requirements for intensive services, have received at least one intensive service, and have been determined to be unable to obtain or retain employment through such services.
- After an interview, evaluation, or assessment, and case management, have been determined by a One Stop operator or One Stop partner, to be in need of training services and to have the skills and qualifications to successfully complete the selected training program.
- Select a program of training services that is directly linked to the employment opportunities either in the local area or in another area to which the individual is willing to relocate.
- Are unable to obtain grant assistance from other sources to pay the costs of such training, including Federal Pell Grants established under title IV of the Higher Education Act of 1965, or require WIA assistance in addition to other sources of grant assistance, including Federal Pell Grants.
- For individuals whose services are provided through the adult funding stream, are determined eligible in accordance with the State and local priority system;

Occupational skills training is training conducted in a classroom setting and is designed to provide individuals with the technical skills necessary to perform a specific job or group of jobs. Participants may be enrolled in vocational technical skills training or academic skills training;

On-the-job training is training conducted by a private or public sector employer and occurs while the participant is engaged in productive work, learning the skills and information necessary for full and adequate performance on the job.

Programs that combine workplace training with related instruction which may include cooperative education programs.

Training programs operated by the private sector.

Skill upgrading and retraining is training provided to an individual already in the workforce, who is in need of additional training to advance in their current employment and attain self-sufficiency.

Entrepreneurial training is training provided to an individual for the purpose of providing the management skills required to start up and operate a business.

Job readiness training which is defined as pre-employment/work maturity skills.

Adult education and literacy activities provided in combination with other training services.

Customized training that is designed to train individuals for specific occupations in a new or expanding business or industry conducted with a commitment by an employer or group of employers to employ an individual upon successful completion of the training.

Permissible Local Employment and Training Activities: Adult and dislocated worker funds provided to local areas may also be used to deliver the discretionary activities identified below and authorized in the Act:

- Customized screening and referral of qualified participants in intensive services to employers.
- Customized employment-related services to employers on a fee-for-service basis that are in addition to labor exchange services available to employers under the Wagner-Peyser Act.

Training/Services Vouchers On a special project basis or as an option to regular procedures, issue training/service vouchers to a program participant. These generally will have a stated value, define use requirements/restrictions, and provide instructions for redemption.

Employer Services – Unrestricted; Available to all*

Employers often are the beneficiaries of services provided to One-Stop non-employer customers. The Department offers employers services for employers as the primary customer. Included in the One-Stop system are these employer services:

- Filing job orders, preliminary screening and referring applicants, referral follow-up, and amending job order specifications as necessary to provide appropriate and adequate referrals.
- Assisting employers in defining job duties for job orders, training programs, and meeting basic legal requirements.
- Recruiting applicants to increase the labor pool. Recruit applicants for a particular employer via special efforts such as job fairs.
- Placing job orders on the Internet. Employers are provided options with regard to such listings.
- Including in the Resource Centers employer-oriented materials. Provide employers with list of mandatory worker and employer posters.
- Offering assistance in employer/community economic development activities. The assistance will vary according to need but can include labor market data, labor availability analyses, and referral to local and state economic development officials.
- Provide educational seminars on relevant topics and participate in local business groups.

*The Department maintains a “denial of service” list of employers that violated statutory or regulatory provision(s) of applicable laws.

Special Programs – Some restrictions might apply

The Department administers a variety of grant and assistance programs that are designed to enhance the state’s economic and workforce development. These programs, authorized and funded by a variety of federal and state statutes, are administered at the state level. The One-Stop system serves as an information source for these programs and program information is included in the Department’s internet content portfolio.

Funding of these programs is subject to annual appropriations and, therefore, can vary significantly.

Financial Assistance Programs

Workforce Development Training Fund - Grants to business for employee training in order to increase the number of employees. Grant amounts average \$2,000 per employee.

Community Development Block Grants - Grants to counties or cities of less than 50,000 population to build infrastructure and facilities that will lead to economic development.

Rural Community Block Grants - Grants to small communities <10,000 population for public infrastructure and building facilities necessary for business expansion.

Idaho Regional Travel and Convention Grant Program - Grants to local and regional tourism-related organizations to promote tourism within the state.

Incumbent Worker Revolving Loan Training Fund – Loans to qualified employers to finance the training of employees. Priority is given to the trucking and health care services industries.

Technical Assistance Programs

Small Business Innovation Research (SBIR) and Small Business Technology Transfer (STIR) - Two competitive grant programs sponsored by various federal agencies with the objective of increasing the nation’s productivity through research and innovation. The department’s Office of Science and Technology provides technical assistance to those proposing projects to be funded by these programs.

Gem Communities and Rural Community Review Programs - Two different programs in which a team of experts review a community’s assets and weaknesses in terms of economic development potential. The team assists community leaders in developing an action plan for future growth.

4. Location and Strategy for Providing Services

Identify any One Stop Centers where services will be delivered on a

- *Full time basis*
- *Part time basis*
- *Electronically*
- *Print or other media*

One Stop Center	Full time	Contracted to Operator	Part time	Electronic	Print or other media
24 local offices See attached list	All Services	None		Dept.-wide network & internet pages. Some network access is restricted.	Every office has a Resource Room. Access to internet and download/print utilities.

Identify the primary location of service delivery if not in the One Stop Center and note if these locations are intended to be affiliate centers.

Each of the department's 24 local offices is a primary service location. However, some of the local offices make arrangements to periodically visit another location to provide workshops, hold group UI/ES/WIA intake sessions (primarily in a mass layoff or plant closure situation), or to provide another service. Examples of this extension occur in activities with local schools, prisons, or as a part of another service providers programs in which the department's services are explained.

5. Cost Sharing

All required one stop partners are required to use a portion of their funds to create, maintain and participate in the One Stop delivery system and to provide their core services.

- Full Time Co-location

The Workforce Development Council required that those partners co-locating full time in a center enter into a separate cost sharing agreement that ensures the partner pays a fair share of the costs of operating the center. A copy of such agreement is attached to this agreement.

ICL is the One-Stop Operator and manages all 24 local One-Stop Centers. ICL has an approved cost allocation plan to distribute costs among programs operated by ICL. Separate agreements are negotiated for any partner co-locating in an ICL One-Stop Center. Agreements are not required for a partner's incidental use of an ICL facility or if the partner's use is deemed to be not significant in terms of level of services provided as a proportion of all services delivered in the One-Stop Center. Any agreements are attached to partner agreements or are available for inspection.

- Part Time or Visiting Partners

As of this Agreement effective date, this section does not apply. However, should such a facility sharing situation occur during the life of this Agreement, the following provision will apply.

The visiting partner agrees to assume responsibility for a fair share of the common costs of the Center based on a pro-rata share of participants of each partner who use the center. The partner agrees to provide a list of participants enrolled in their program at least once each fiscal period, at a time and in a manner to be agreed upon by partners to this MOU for the purpose of establishing the fair share of common costs. If costs are determined to be immaterial based on the participation of partner participants, no costs will be assigned to the partner. If costs are determined to be material, a separate agreement will be negotiated and affixed as an addendum to this agreement.

6. Referral Arrangements

Describe in detail how referrals will be made to partners and list any requirements for receiving referrals from partner programs; e.g., are referrals made electronically or recorded, do you make phone referrals, send referral cards, etc.

- Describe your process for referral to the One Stop system partners

ICL staff refers customers to partner programs using a variety of methods. Referrals are made by phone, e-mail, and referral cards depending on what is best for the partner and the customer. Information on system partners is also available in the resource centers so that customers may self-refer to partners as well.

- Describe your process for referral from the One Stop system partners

ICL accepts all types of referrals from partners. Partners may refer customers to ICL by phone, e-mail, and referral cards.

7. Other comments or conditions not listed in the agreement

Partners may list any additional conditions related to their programs or services.

No additional conditions apply other than changes in Federal and/or State law, fiscal allocations and resource availability, or other such contingencies might affect the terms of this Agreement. In such a case, a modification or new Agreement might have to be prepared.

WIA Core Services

	WIA Adults	Dislocated Workers	WIA Youth	Job Corps ²	WIA Native American ¹	WIA MSFW	Wagner Peyser	U.I.	Economic & Comm. Dev ²	ABE	Vocational Rehabilitation	V.R. Blind	V.R. Client Assistance ³	SCSEP	Carl Perkins ⁴	Veterans DVOP/LVER	TAA NAFTA	CSBG E&T	HUD E&T ²	TAFI ⁵	Food Stamps E&T ⁵	
1. Eligibility for WIA – Title I	X	X	X		X	X				X	X	X	X	X		X	X	X	X	X	X	X
2. Outreach, intake, orientation	X	X	X		X	X	X			X	X	X	X	X		X	X	X	X	X	X	X
3. Initial Assessment	X	X	X		X	X				X	X	X	X	X		X	X	X	X	X	X	X
4. Job Search and Placement	X	X	X		X	X	X				X	X	X	X		X	X	X	X	X	X	X
5. Provision of Employment Statistics (Job Vacancies, job skills, occupations in demand)							X				X	X										
6. Program Performance information	X	X																				
Ø Title I eligible providers																						
Ø WIA Youth			X							X												
Ø ABE eligible providers																						
Ø Carl Perkins															X							
Ø Vocational Rehabilitation											X	X										
7. Area and OS performance	X	X	X																			
8. Supportive Service Info	X	X	X			X								X		X						
9. Filing UI Claims (info)								X														
10. Assistance in establishing eligibility for financial aid	X	X	X											X								
11. Title I Client follow-up	X	X	X											X								

1 Local Program Only – Five autonomous Native American Grantees will independently negotiate services with the WDC. Others do not have statewide presence.

2 Information and assistance at all locations, specialized support centralized; referral to community resources

3 Local Program Only with offices in Boise, Pocatello, Moscow

4 Carl Perkins generally does not operate programs; therefore, core services apply only if local entity provides a program for non-traditional training or to target groups.

5 TANF and Food Stamps Employment and training are voluntary One Stop Partners.

WIA Core Services Methodologies Delivery Considerations	WIA Adults	Dislocated Workers	WIA Youth	Job Corps	WIA Native American ¹	WIA MSFW	WIA Veterans ²	Wagner Peyser ES	U.I.	ABE	Economic and Community Development	Vocational Rehabilitation	V.R. Blind ³	V.R. Client Assistance	SCSEP	Carl Perkins ⁴	Veterans DVOP/LVER	TAA NAFTA	CSBG E&T	HUD E&T1	TAF ⁵	Food Stamps E&T ⁵	
1 Population Served	X									X													
Universal		X							X										X				X
Restricted			X			X						X	X					X	X				
2. Preferred Delivery Process(es) – Minimum offered																							
Technology (Idaho Works, phone, video) and/or printed – Unassisted at the center	X	X	X			X	X	X	X	X		X	X			X	X	X	X				X
Cross-Training of staff										X													
By Appointment or Itinerant						X	X	X		X	X	X	X		X		X	X					
Co-location – Part time								X		X	X								X				
Co-location – Full time	X	X	X					X		X	X				X								
Cost Reimburse Center Partners	X	X	X							X					X								
3. Limitations																							
Services may be performed only by agency staff								X	X	X		X	X				X	X					X

[1] Local Program Only

[2] This is a competitive grant program currently operated by IDOL. Core services provided by Job Service Veterans' Representatives.

[3] Local Program only with offices in Boise, Pocatello, Moscow

[4] Carl Perkins generally does not operate "programs"; therefore, core services apply only if local entity provides a program for non-traditional training or to target groups.

[5] TANF and Food Stamps Employment and Training are voluntary One Stop Partners.

IDAHO ONE STOP CENTERS

Center Directory

North Idaho Centers

Bonnors Ferry

6541 Main Street
Bonnors Ferry, ID 83805-8521
Phone: (208) 267-5581
Fax: (208) 267-3797
E-mail: bonnersferrymail@cl.idaho.gov
Dave Darrow, Manager

Grangeville

305 North State Street
P.O. Box 550
Grangeville, ID 83530-0550
Phone: (208) 983-0440
Fax: (208) 983-0302
E-mail: grangevillemail@cl.idaho.gov
Heather Sawyer, Manager

Moscow

1350 Troy Road, Ste. 1
Moscow, ID 83843-3995
Phone: (208) 882-7571
Fax: (208) 882-8324
E-mail: moscowmail@cl.idaho.gov
Kris Yacks, Manager

Sandpoint

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E-mail: sandpointmail@cl.idaho.gov
Bridgette Bradshaw-Fleer, Manager

Silver Valley

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Phone: (208) 783-1202
Fax: (208) 783-5561
E-mail: silvervalleymail@cl.idaho.gov
Beth Grigg, Manager

Coeur d'Alene

1221 W. Ironwood Drive, Suite 200
Coeur d'Alene, ID 83814-2668
Phone: (208) 769-1558
Fax: (208) 769-1574
E-mail: cdamail@cl.idaho.gov
JoAnn Edmiston, Manager

Lewiston

1158 Idaho Street
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Lewiston, ID 83501-1147
Phone: (208) 799-5000
Fax: (208) 799-5007
E-mail: lewistonmail@cl.idaho.gov
Kellye Sharp, Manager

Orofino

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Orofino, ID 83544-0391
Phone: (208) 476-5506
Fax: (208) 476-3471
E-mail: orofinomail@cl.idaho.gov
Heather Sawyer, Manager

St. Maries

105 North 8th Street
St. Maries, ID 83861-1845
Phone: (208) 245-2518
Fax: (208) 245-2012
E-mail: stmariesmail@cl.idaho.gov
Shirley Ackerman, Manager

Southwest Idaho Centers

Boise

219 W. Main Street
Boise, ID 83735-0030
Phone: (208) 332-3575
Fax: (208) 334-6222
E-mail: boisemail@cl.idaho.gov
Nancy Cummings, Manager

Emmett

2030 South Washington Street
Emmett, ID 83617-9450
Phone: (208) 364-7780
Fax: (208) 365-6599
E-mail: emmettmail@cl.idaho.gov
Rudy Hernandez, Manager

Meridian

205 E. Watertower Lane
Meridian, ID 83642-6282
Phone: (208) 364-7785
Fax: (208) 895-8441
E-mail: meridianmail@cl.idaho.gov
Brian Sporleder, Manager

Payette

501 North 16th St., Suite 107
Payette, ID 83661-0179
Phone: (208) 642-9361
Fax: (208) 642-7150
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James Smith, Manager

Canyon County

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Phone: (208) 364-7781
Fax: (208) 454-7720
E-mail: canyoncountymail@cl.idaho.gov
Carmela Ramirez, Manager

McCall

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Phone: (208) 634-7102
Fax: (208) 634-2965
E-mail: mccallmail@cl.idaho.gov
Jim Thackeray, Manager

Mountain Home

1993 East 8th North
Mountain Home, ID 83647-2333
Phone: (208) 364-7788
Fax: (208) 587-2964
E-mail: mountainhomemail@cl.idaho.gov
Albert Clement, Manager

Central & East Idaho Centers

Blackfoot

155 North Maple
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Phone: (208) 236-6713
Fax: (208) 785-5036
E-mail: blackfootmail@cl.idaho.gov
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Idaho Falls

1515 E. Lincoln Road
Idaho Falls, ID 83401-3653
Phone: (208) 557-2500

Blaine County

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E-mail: blainecountymail@cl.idaho.gov
Brent Tolman, Manager

Magic Valley

771 North College Road
P.O. Box 5129
Twin Falls, ID 83303-5129

Fax: (208) 525-7268
E-mail: idahofallsmail@cl.idaho.gov
Wade Virgin, Manager

Mini-Cassia

127 West 5th Street North
Burley, ID 83318-3457
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Steve Karstad, Manager

Phone: (208) 735-2500
Fax: (208) 736-3007
E-mail: magicvalleymail@cl.idaho.gov
Chris Orders, Manager

Pocatello

430 North 5th Avenue
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Pocatello, ID 83205-4087
Phone: (208) 236-6710
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Sarah Jackson, Manager

Salmon

1301 Main Street, Unit 1
P.O. Box 990
Salmon, ID 83467-0990
Phone: (208) 756-2234
Fax: (208) 756-4672
E-mail: salmonmail@cl.idaho.gov
Merry Logan, Manager

Memorandum of Understanding for the Idaho One Stop System Services Offered to Participants in the One Stop System

1. One Stop Partner Organization Idaho Commission on Aging
 Organization Name: Idaho Commission on Aging
 Organization Contact: Lois Bauer, Administrator Melinda Adams Older
Worker
Coord
 Street Address: 3380 Americana Terrace, Suite 120
 City, State ZIP: Boise, ID 83706
 Contact e-mail: madams@aging.idaho.gov
 Contact phone: 208-334-3833

2. Mandatory Programs

The organization named above is responsible as the administrative entity for the oversight of the following programs identified in the Workforce Investment Act as a mandatory One Stop partner program (check all that apply):

Check all that apply	Name of Program
	Wagner-Peyser – Employment Service
	Veterans – DVOP/LVER
	Unemployment Insurance
	Trade Adjustment Assistance
	Work Opportunity and W2W Tax Credits
	Economic and Community Development ¹
	WIA Adult, Dislocated Worker, Youth
	WIA Job Corps
	WIA Native American
	WIA MSFW
X	Title V SCSEP
	Vocational Rehabilitation
	VR for the Blind
	VR Client Assistance
	Adult Basic Education
	Carl Perkins Vocational Education ²
	CSBG Employment & Training ³
	HUD E&T ⁴

¹ State required – information and referral to state and community resources

² Required only if funds are used for non-traditional training or services offered to target groups

³ Required only if funds are used for employment & training

⁴ Required only if funds are used for employment & training

3. Optional Programs

The organization named above is responsible for the following programs designated as “optional” one stop partners and commits to coordinating these services in the One Stop system.

Check all that apply	Name of Program
	TAFI (TANF)
	Food Stamps Employment & Training
	Foster Youth Education and Training
	Workforce Development Training Fund
	Incumbent Worker Revolving Loan Fund
	Correction’s education and transition
	Other: (Name)
	Other: (Name)

4. Services to be Offered in the One Stop System

This section should reflect the core, intensive, training and other services that will be delivered to customers of the One Stop system, including the services delivered at the One Stop Center(s) in each of the six One Stop areas and the services that will be accessible through the One Stop system. The attached matrices reflecting the applicable core services offered by each partner and the preferred service methodology were approved by the Workforce Development Council at their May meeting. The service delivery level and methodology should at least meet the level agreed upon by state partners.

The One Stop partner agrees to the following provisions adopted by the WDC:

- Required One Stop partners will make applicable core services available and provide access to other services in at least one physical One Stop Center within each workforce region;
- Partners may utilize any authorized methodology to deliver core services provided the methodology
 - is consistent with the partner’s authorizing legislation and the WIA;
 - does not require the customer to travel to another location to obtain the core service; and
 - meets minimum standards of accessibility set forth in Section 188(a)(1) of the WIA.

Using the matrix as a starting point, describe the kind and nature of services to be provided, including a description of any limitations such as eligibility or staff qualifications. This section should describe how the partner will make core services available in a center and provide access to their intensive, training or supportive services.

5. Cost Sharing

All required one stop partners are required to use a portion of their funds to create, maintain and participate in the One Stop delivery system and to provide their core services.

- Full Time Co-location

The Workforce Development Council required that those partners co-locating full time in a center enter into a separate cost sharing agreement that ensures the partner pays a fair share of the costs of operating the center. A copy of such agreement should be attached to this agreement.

- Part Time or Visiting Partners

The visiting partner agrees to assume responsibility for a fair share of the common costs of the Center based on a pro-rata share of participants of each partner who use the center. The partner agrees to provide a list of participants enrolled in their program at least once each fiscal period, at a time and in a manner to be agreed upon by partners to this MOU for the purpose of establishing the fair share of common costs. If costs are determined to be immaterial based on the participation of partner participants, no costs will be assigned to the partner. If costs are determined to be material, a separate agreement will be negotiated and affixed as an addendum to this agreement.

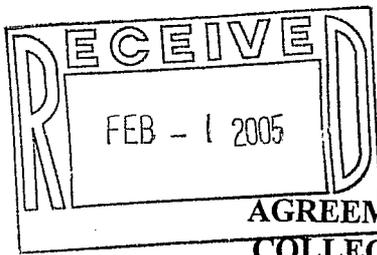
6. Referral Arrangements (See Attached)

Describe in detail how referrals will be made to partners and list any requirements for receiving referrals from partner programs; e.g., are referrals made electronically or recorded, do you make phone referrals, send referral cards, etc.

- Describe your process for referral to the One Stop system partners
- Describe your process for referral from the One Stop system partners

7. Other comments or conditions not listed in the agreement (See Attached)

Partners may list any additional conditions related to their programs or services.



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IDAHO DEPARTMENT OF LABOR
AGGING

**AGREEMENT FOR CO-LOCATION
COLLEGE OF SOUTHERN IDAHO
OFFICE ON AGING
AND IDAHO DEPARTMENT OF LABOR**

This financial agreement is entered into by the **College of Southern Idaho Office on Aging**, at the following address, P.O. Box 1238, 315 Falls Ave., Twin Falls, Idaho 83303-1238, hereinafter referred to as "**CSI Aging**," and the **Idaho Department of Labor**, at the address of 317 W. Main Street, Boise, Idaho, 83735, hereinafter referred to as "**Labor**."

PURPOSE OF AGREEMENT

WHEREAS, the Governor of the State of Idaho has encouraged State agencies to better integrate and coordinate delivery of employment and training services to the citizens of the State; and

WHEREAS, *Idaho Code Section 67-2326* authorizes public agencies to cooperate to their mutual advantage to make the most efficient use of their powers in providing services and facilities and performing their statutory functions; and

WHEREAS, **CSI Aging** and **Labor** agree that co-location will enhance the integration and coordination of employment and training services.

NOW, THEREFORE, **CSI Aging** and **Labor** mutually agree as follows:

The attached financial agreement, **ATTACHMENT 1**, defines and delineates the financial responsibilities of both parties with respect to co-location of local staff at the site noted on **ATTACHMENT 1**.

Each party is a government entity and this agreement for co-location shall in no way or manner be construed so as to bind or obligate the State of Idaho beyond the term of any particular appropriation of funds as may exist from time to time. Each party reserves the right to terminate this agreement, if, in its judgment, the legislature of the State of Idaho or the U.S. Department of Labor fails, neglects or refuses to appropriate sufficient funds as may be required for either party to continue payments under this agreement. All future rights and liabilities of the parties hereto shall thereupon cease within ten (10) days after notice to the other party.

Any and all operating costs not specified in **ATTACHMENT 1** will remain the responsibility of the party that incurred such costs.

The base annual costs reflected in **ATTACHMENT 1** shall be adjusted for cost increases or decreases in utilities, janitorial and property taxes.

Management and delivery of specific program services and management of the co-located individual(s) will remain the responsibility of the party responsible for the individual(s) and program services prior to co-locations, and functions or separateness mandated by state statute or public law will not be violated or abridged in the pursuit of co-location.

Services will continue to be performed in accordance with federal and state regulations pertaining to each party.

Labor will remain the tenant/lessee of the identified site and remains totally and wholly responsible for the site's lease and facility management. This agreement for co-location shall be invalid to the extent that any portion of it is determined to violate the terms and conditions of the primary lease.

CSI Aging shall not undertake any action which would constitute a breach of **Labor's** primary lease and shall use the premises solely for the purpose of conducting business, and shall not make any alterations, additions or improvements in said premises without the written consent of **Labor** during the duration of this agreement.

Cancellation or amendment of this agreement, in whole or in part, at any time after the effective date, may be made for the convenience of either party with 30 days' written notice, or may occur due to a default under the terms of the financial agreement, **ATTACHMENT 1**.

Any notice, request, claim, or other document or instrument, which is required by this agreement shall be deemed delivered when it is personally delivered or sent by certified mail to the address of the party as set forth at the beginning of this document.

Each party shall designate a person who shall be administratively responsible for this agreement and who shall be available to the other party to provide information or discuss matters pertaining to this agreement. **CSI Aging's** representative is **Richard Boyd**, Director, CSI Office on Aging, telephone **(208) 736-2122**. **Labor's** representative is **Katie Lamm**, Sr. Management Analyst, telephone **(208) 334-6313**.

This co-location agreement shall begin on the 1st day of January, 2001, and shall remain in effect until terminated by either one or both of the parties to the agreement.

CO-LOCATOR

BY: 
Richard F. Boyd
TITLE: Director, CSI Office on Aging
DATE: 5-31-01

IDAHO DEPARTMENT OF LABOR

BY: 
John A. McAllister
TITLE: Deputy Director, Idaho Department of Labor
DATE: 2/7/1

Approved by the Idaho Department of Administration, Division of Public Works:

BY: 
Linda Wildhagen
TITLE: Business Manager, Division of Public Works
DATE: 2/28/01

**FINANCIAL AGREEMENT
ATTACHMENT 1**

IDENTIFICATION OF SITE

This financial agreement between the **College of Southern Idaho Office on Aging (CSI Aging)** and the **Idaho Department of Labor (Labor)**, applies to co-location of staff and services at the following location:

**MAGIC VALLEY JOB SERVICE
771 NORTH COLLEGE ROAD
TWIN FALLS, IDAHO 83303**

FINANCIAL DETAILS

CSI Aging will reimburse Labor for the cost of office space dedicated to CSI Aging staff plus a relative share of the common space in the office as specified below.

1. **DIRECT CHARGE, FLOOR SPACE:**
(Sq. ft. designated for CSI Aging staff) X (Cost of sq. ft. per lease agreement).

CSI Aging square footage: 200 Cost per square foot: \$10.75*

TOTAL I.C. DIRECT CHARGE: \$ 2,150.00/year

2. **COMMON AREA:**
(Total site direct use sq. ft. designated for staff (8,065) vs. CSI Aging's direct use designated for staff (200) determines the percentage of responsibility for common area ($200/8,065 = \underline{2.5\%}$).

Total common area at site = 4,260 sq. ft.
CSI Aging percentage use of common area = 2.5%

CSI Aging portion of common area: 106.5 sq. ft. Cost per square foot: \$10.75*

TOTAL CSI AGING COMMON AREA CHARGE: \$1,144.88/year

GRAND TOTAL, DIRECT AND COMMON AREA: \$3,294.88/year

***Rental rate cost per square foot effective 1/1/01 through 12/31/01. Cost per square foot will be increased to \$11.50 effective 1/1/02 through 12/31/06 per current lease agreement between the Idaho Department of Labor and the facility landlord.**

**FINANCIAL AGREEMENT
ATTACHMENT 1**

3. **MISCELLANEOUS:**

A. **CSI Aging** will reimburse **Labor** for direct charges of:

LONG DISTANCE TELEPHONE CHARGES

B. **CSI Aging** will reimburse **Labor** 2.5 percent (2.5%) of the site's overhead charges in the cost categories listed below based on the relative share of CSI Aging staff square footage at the site.

JANITORIAL SERVICES

UTILITIES

OFFICE EQUIPMENT RENTAL/LEASE/REPAIR & MAINTENANCE

OFFICE SUPPLIES

POSTAGE METER AND MAILBOX COSTS

COMMUNICATION LINE(S)

DATA LINE(S)

COMPUTER SOFTWARE/HARDWARE LICENSE/MAINTENANCE

NON-CAPITAL OFFICE EQUIPMENT

CAPITAL OFFICE EQUIPMENT

REPAIR/MAINTENANCE OF BUILDING/GROUNDS

FIRE AND PROPERTY INSURANCE

Based on historical expenditures, CSI Aging's cost for miscellaneous overhead charges will be approximately \$160.00 per month.

BILLING AND PAYMENT

Labor will provide a monthly billing which details direct and allocated costs incurred by CSI Aging at the site. CSI Aging will remit payment to Labor within 30 days after receipt of the billing.

CSI Aging's representative and address for billing:

Richard Boyd
CSI Office on Aging
P.O. Box 1238
315 Falls Avenue
Twin Falls, Idaho 83303-1238

Remit payment to:

Idaho Department of Labor
Attn: Accounting
317 W. Main Street
Boise, ID 83735

Other comments or conditions not listed in the agreement:

**Idaho Commission on Aging
Senior Community Service Employment Program (SCSEP)
Title V, Older Americans Act**

Dual Purposes of SCSEP:

1. To help older Idahoans obtain the information, work experience and training they need to successfully compete for jobs; economic independence and self-sufficiency are the goals; and
2. To use community service as work experience for participants to gain job skills and provide much needed volunteer support to public and non-profit organizations who strengthen Idaho communities.

Screening Criteria:

The following are screening criteria the One-Stop Career System staff may use to refer individuals to SCSEP:

- Be at least 55 years of age;
- Reside within Idaho;
- Must meet low-income guidelines (125% of the Federal Poverty level);
- Must be unemployed and having difficulty finding a suitable job.

Note: Veterans and qualified spouses are given priority for selection.
Individuals who are over the age of 60 are given priority for selection.
Eligibility is extended to aliens who are given amnesty by the Immigration Reform and Control Act and who are SCSEP eligible.

Characteristics of Prospective applicants:

- Homemakers who have not worked outside the home and need to return to paid work or otherwise have poor employment prospects;
- Older adults whose technological skills have not kept pace with the today's workplace;
- Older adults who have multiple barriers to employment.

Services that SCSEP can provide:

- Career Information
- Employment Planning
- Help in developing job search skills
- Information about and/or referral to job training opportunities
- Help in acquiring a permanent job
- Paid Work Experience (\$5.15 per hour) in community service settings
- Physical Exams
- Classroom/occupational training via referral to approved training vendors
- Support Services

Referral and Enrollment Protocols:

- See attached “Idaho Older Worker Programs Staff Directory”
- May walk-in with/referral or walk-in
- Prospective applicants may telephone to make appointment
- One-Stop staff may make appointment, provide name/information, or suggest that applicant make appointment
- SCSEP information is available in the On-Stop Career Center in printed and electronic form
- One-Stop partners are encouraged to contact/or refer individuals in need of other aging services or information to the local Area Agency on Aging (See attached Directory)

Resource Sharing and Cost Allocation Methodologies:

- Use SCSEP participants as One-Stop Career Center Resource Room Assistants or Navigators

Types of Core and Intensive Services of benefit to Older Adults and SCSEP Participants:

Resume development, interview training, job search skill development, keyboarding and entry level computer training.

Types of Training of Benefit to Older Adults and SCSEP Participants:

Computer training, office skills training, customer service training, hospitality training, Certified Nurse Aid training, truck driver training, cashier training, call center training

7

Types of Support Services that WIA/One-Stop staff can provide SCSEP Participants:

Transportation assistance (gas vouchers or bus passes where available), eyeglasses, uniforms, full range of services for the homeless.

Additional Coordination Goals: Dual Eligibility, “Best Practices,” Mutual Acceptance of Assessments and IEPs and Allocation of Placement Credit

Dual Eligibility: Our goal for the coordination of SCSEP with One-Stop Partners is to maximize the use of our collective, limited resources. To do so, we encourage dual eligibility with our One-Stop partners when it is of benefit to the participant.

Best Practices: We base our services, to the best of our ability, on the “best practice” approaches described below and encourage our One-Stop partners to acknowledge these “best practice” principles when serving older adults:

Best Practice: Use assessment approaches that are proven effective with older job seekers. Examples include the “Adult Needs Survey”, the “Tell Me About Yourself” instrument, assessment portions of the “Dependable Strengths Articulation Process.”

Best Practice: Heavy emphasis on motivation and encouragement. Low income older job seekers often lack self-confidence. Many feel they have few marketable skills and that employers will not hire them even if jobs are available. Staff should use a variety of approaches to facilitate the confidence building process. This may occur on an individual or group basis. Peer support is often very successful in bolstering self-esteem amongst older job seekers.

Best Practices: Paid work experience for low-income older individuals with no recent work history is particularly effective in increasing the employability of older adults. **Paid work experience coupled with classroom/skill training is most effective in preparing older individuals for work.**

The primary resource SCSEP operators can provide is paid work experience. SCSEP can make funds available (at no cost to WIA/One-Stop) for those WIA participants who need work experience to enhance their employability and are eligible for the SCSEP. Older Worker Coordinators have considerable flexibility in tailoring the work experience to best meet the participant’s and employer’s need.

Participants are generally paid \$5.15 per hour, work an average of 20 hours per week and may be paid per hour spent in classroom/skill training. However, SCSEP funds to purchase classroom/skill training is limited. Dual eligibility where One-Stop partner purchases the training and SCSEP pays the wages (while in training and work experience) is the optimum benefit to the participant.

Limited options for work experience with private sector employers are also available (On-the-Job Experience).

Mutual Acceptance of Assessments and Individual Employment Plans (IEP): To facilitate referrals and dual-enrollments, the Idaho SCSEP Program uses the same IEP (Individual Employment Plan) format as the Idaho WIA system. ICOA will also accept assessments submitted by our One-Stop partners.

Allocation of Placement Credit: When an unsubsidized placement results from dual enrollment, both SCSEP and the One-Stop Partner may receive placement credit.

Idaho Older Worker Programs Staff Directory

Area I Judy Gray
Older Worker Coordinator Idaho Commerce and Labor, Coeur d'Alene
1221 Ironwood Drive, Suite 200
Coeur d'Alene, ID 83814
208-769-1558 Ext. 3980, Fax 208-799-5007
judy.gray@cl.idaho.gov
Assistant: Barbara Lund Ext.3971
barbara.lund@cl.idaho.gov

Area II Craig Smith
Older Worker Coordinator Idaho Commerce and Labor, Lewiston
1158 Idaho Street
Lewiston, ID 83501
208-799-5000 Ext. 3522, Fax 799-5007
craig.smith@cl.idaho.gov

Area III Chuck VanDerhoff
Older Worker Coordinator Idaho Commerce and Labor, Boise
219 Main Street
Boise, ID 83735-0030
(208) 332-3575 Ext. 3290, Fax. 208-334-6222
cvanderh@labor.state.id.us

Area IV Peggy Jackson
Older Worker Coordinator Idaho Commerce and Labor, Twin Falls
771 N .College Road
Twin Falls, ID. 83303-5129
208- 735-2500 Ext, 3648 Fax 208-736-300
peggy.jackson@cl.idaho.gov
Assistant:, Ext. 3627
1

Area V Amanda Bolton
Older Worker Coordinator Idaho Commerce and Labor, Pocatello
430 N. 5th Avenue
Pocatello, ID. 83205
208-236-6710 Ext. 3661, Fax 208-232-0865
amanda.bolton@cl.idaho.gov

Area VI Margo Dial
Older Worker Coordinator Eastern Idaho Community Action Partnership
357 Constitution Way
Idaho Falls, ID 83405
208-522-5391, Fax. 208-522-5453
mdial@eicap.org

Idaho Commission on Aging ✦ 3380 Americana Terrace Suite120 ✦ Boise, ID 83706
208-334-3833 ✦ Fax 208-334-3033

Melinda Adams, Older Worker Coordinator, madams@aging.idaho.gov
Sandy McConnel, Technical Records Specialist, smcconel@aging.idaho.gov

AREA AGENCIES ON AGING

AREA	AGENCY	DIRECTOR	CONTACT NUMBERS	PARENT AGENCY
I	AGING AND ADULT SERVICES OF NORTH IDAHO 1221 IRONWOOD DR STE 102 COEUR D'ALENE ID 83814	PEARL BOUCHARD	208-667-3179 800-786-5536 fax: 208-667-5938 pbouchard@agingadultsvcs.org www.agingadultsvcs.org	Rolly Jurgens Dean of Admin. North Idaho College 208-769-3340
II	COMMUNITY ACTION PARTNERSHIP AGENCY ON AGING & ADULT SERVICES 124 NEW 6TH STREET LEWISTON ID 83501	JENNY ZORENS	208-743-5580 800-877-3206 fax: 208-746-5456 j.zorens@communityactionpartnership.org www.caamid.org	Lisa Stoddard Executive Director Community Action Partnership 208-746-3351
III	SAGE COMMUNITY RESOURCES SOUTHWEST IDAHO AREA III AGENCY ON AGING 125 E. 50 TH ST. GARDEN CITY, ID 83714	LORI BRELIA Interim Director	208-322-7033 cell: 550-1452 800-859-0324 fax: 208-322-3569 lbrelia@sageidaho.com www.sageidaho.com/swia.html	Kathleen Simko Executive Director Sage Community Resources 208-322-7033
IV	AREA IV AGENCY ON AGING COLLEGE OF SOUTHERN IDAHO 998 N WASHINGTON ST PO BOX 1238 TWIN FALLS ID 83303-1238	JIM FIELDS	208-736-2122 800-574-8656 fax: 208-736-2126 jfields@velocityus.net www.csi.edu/level3.asp?id=428&level=3	Dr. Jerry Beck President College of Southern Idaho
V	AREA V AGENCY ON AGING SOUTHEAST IDAHO COUNCIL OF GOVERNMENTS 214 E CENTER (83201) PO BOX 6079 POCATELLO ID 83205-6079	SISTER ANTHONY MARIE GREVING	208-233-4032 x 18 800-526-8129 fax: 208-233-5232 sister@sicog.org www.sicog.org/Area_Agency_on_Aging/area_agency_on_aging.html	Kathleen Lewis Executive Director SICOG
VI	EASTERN IDAHO COMMUNITY ACTION PARTNERSHIP AREA VI AGENCY ON AGING 357 CONSTITUTION WAY (83402) PO BOX 51098 IDAHO FALLS ID 83405	CHERRY ASCHENBRENNER	208-522-5391 800-632-4813 fax: 208-522-5453 caschenbrenn@eicap.org www.eicap.org/aging	Russell Spain Executive Director EICAP

Memorandum of Understanding for the Idaho One Stop System Services offered to participants in the One Stop System

1. One Stop Partner Organization
2. Organization Name: Idaho Division of Vocational Rehabilitation
 Organization Contact: Sue Cook
 Street Address: 650 W State
 City, State ZIP: Boise, ID 83720
 Contact e-mail: scook@vr.idaho.gov
 Contact phone: 208-334-3390

3. Mandatory Programs

The organization named above is responsible as the administrative entity for the oversight of the following programs identified in the Workforce Investment Act as a mandatory One Stop Partner program (check all that apply):

Check all that apply	Name of Program
	Wagner Peyser – Employment Service
	Veterans – DVOP/LVER
	Unemployment Insurance
	Trade Adjustment Assistance
	Worker Opportunity and W2W Tax Credits
	Economic and Community Development ¹
	WIA Adult, Dislocated Worker, Youth
	WIA Job Corps
	WIA Native American
	WIA MSFW
	Title V SCSEP
xxxxxx	Vocational Rehabilitation
	VR for the Blind
	VR Client Assistance
	Adult Basic Education
	Carl Perkins Vocational Education ²
	CSBG Employment & Training ³
	HUD E&T ⁴

4. Optional Programs

¹ State required – information and referral to state and community resources

² Required only if funds are used for non-traditional training or services offered to target groups

³ Required only if funds are used for employment & training

⁴ Required only if funds are used for employment & training

The organization named above is responsible for the following programs designated as “optional” one stop partners and commits to coordinating these services in the One Stop System.

Check all that apply	Name of Program
	TAFI (TANF)
	Food Stamps Employment & Training
	Foster Youth Education and Training
	Workforce Development Training Fund
	Incumbent Worker Revolving Loan Fund
	Correction’s education and transition
	Other: (Name)
	Other: (Name)

5. Services to be offered in the One Stop System

The One Stop partner agrees to the following provisions adopted by the Council:

- Required One Stop partners will make applicable core services available and provide access to other services in at least one physical One Stop Center within each workforce region;
- Partners may utilize any authorized methodology to deliver core services provided the methodology
 - is consistent with the Partner’s authorizing legislation and the WIA;
 - does not require the customer to travel to another location to obtain the core service; and
 - meets minimum standards of accessibility set forth in Section 188(a)(1) of the WIA.

Description of Vocational Rehabilitation Services:

Application – A personal application session with a VR counselor is required in each case opening. This service is provided in each service delivery area within the state.

Outreach, intake, orientation – These services are provided by VR counselors in established VR offices and by appointment at other locations.

Initial Assessment – A personalized initial assessment of an individual with a disability is done by a VR counselor during the first phase of VR involvement. This service is provided either in an established VR office or another location as needed.

Labor Market Information – Labor market information is obtained through the One-Stop computer programs available to VR, through Career Information System (CIS) and other written sources. This service is available through each established VR office.

Career Exploration – This service is provided by a VR counselor and is an essential part of each IDVR case. This service is based on the individual consumer’s aptitudes, abilities and interests. This service is provided either in an established VR office, or at another site, as needed by the consumer.

Job Search Assistance – Job Match/Placement – Personal counselor involvement is provided for these services by VR professionals, as the consumer needs them. Assistance in these areas may also be purchased by IDVR from other professionals. These services are provided in established VR offices as well as other sites as needed by the consumer.

Job Postings – Job postings are available through the Internet. This service is available through the established VR offices.

Referrals – VR will refer each VR eligible individual and those who are not eligible for VR services to other partners who may provide necessary services not available through IDVR. This service is provided through each established VR office.

Transportation – Assistance with the cost of transportation for diagnostic services and in support of an Individual Plan for Employment may be available to a VR client following a Financial Needs Assessment and comprehensive planning by the VR counselor. This service may be provided in established VR office as well as other sites as needed by the consumer.

Financial Aid Information – Financial Aid information is provided to all VR consumers. VR is mandated by law to seek all similar benefits prior to utilizing its own funds. Available resources are therefore fully explored by a VR counselor before VR encumbers its funds. This service is available in established VR offices.

Case Management – VR counselors provide case managers to all VR applicants and VR eligible clients. These services are available in established VR offices as well as other sites as needed by the consumer.

Vocational Rehabilitation - Vocational Rehabilitation services are provided to eligible (i.e. (1) substantial disability, (2) significant vocational impediment, (3) ability to benefit from VR services) consumers based on their need. Services are available in all establish VR offices as well as other sites as needed by the consumer.

Supportive Service Information – VR couns4elors provide some supportive services to eligible clients. Referrals to other needed supportive services are made when such services are necessary. These services are available in established VR offices, as well as other sites as needed by the consumer.

Location and Strategy for Providing Services

- Identify any one stop centers where services will be delivered on a

Full time basis
 XX Part time basis
 Electronically
 Print or other media

One Stop Center	Full time	Contracted to Operator	Part time	Electronic	Print or other media
Please refer to #7 Referral Arrangements.					

Primary Service Location	Region	Access at PSL	Affiliate Center
Coeur d'Alene 2025 W. Park Place, Suite 101 Coeur d'Alene, Idaho 83814 (208) 769-1441	1		X
Lewiston 1118 F Street P.O. Box 1164 Lewiston, Idaho 83501-1986 (208) 799-5070	2		X
Treasure Valley Mental Health & School-Work 3350 Americana Terrace, Suite 210 Boise, Idaho 83706-2502 (208) 334-3650	3		X
Twin Falls 1445 Fillmore, Suite 1102 Twin Falls, Idaho 83301 (208) 736-2156	4		X
Pocatello 1070 Hiline, Suite 200 Pocatello, Idaho 83201-2947 (208) 236-6333	5		X
Idaho Falls 1825 Hoopes Avenue Idaho Falls, Idaho 83404-8018 (208) 525-7149	6		X
Caldwell 3110 E. Cleveland Blvd. #A7 Caldwell, Idaho 83605-4158 (208) 454-7606	7		X
Boise 10200 W. Emerald Street, Suite 101 Boise, Idaho 83704-8780 (208) 327-7411	8		X
Treasure Valley Corrections 3350 Americana Terrace, Suite 210 Boise, Idaho 83706-2502 (208) 334-3650	9		X

6. Cost Sharing

- Part Time or visiting partners

The visiting partner agrees to assume responsibility for a fair share of the common costs of the Center based on a pro-rata share of participants of each partner who use the center. The partner agrees to provide a list of participants enrolled in their program at least once each fiscal period, at a time and in a manner to be agreed upon by partners to this MOU for the purpose of establishing the fair share of common costs. If costs are determined to be immaterial based on the participation of partner participants, no costs will be assigned to the partner. If costs are determined to be material, a separate agreement will be negotiated and affixed as an addendum to this agreement.

7. Referral Arrangements

Each VR region has worked out a process for exchanging referrals with the One Stops and affiliated partners.

Referral exchange is enacted through direct communication, by phone, face-to-face contact or referral forms.

Coeur d'Alene

A VR counselor visits this site one time per week. Referral exchange is enacted through direct communication, a sign up sheet, or by special appointment if necessary.

Additionally, a counselor will meet with a One Stop customer at the C&L site within 15 minutes of notification by C&L staff if necessary.

Sandpoint

C&L and VR are located in the same building. Referral exchange is enacted through direct communication, a sign up sheet, or by special appointment if necessary.

Silver Valley

A VR counselor visits this site one time per week. Referral exchange is enacted through direct communication, a sign up sheet, or by special appointment if necessary.

St Maries

A VR counselor visits this site one time per week. Referral exchange is enacted through direct communication, a sign up sheet, or by special appointment if necessary.

Lewiston

There is regular and ongoing contact between C&L staff and VR. Referral exchange is completed by phone and personal contact with the C&L staff.

A counselor will meet with a One Stop customer at the C&L site within 15 minutes of notification by C&L staff if necessary.

Moscow

Referral exchange is completed by phone and personal contact with the C&L staff.

Orofino

VR and C&L are co- located in this region. Referral exchange is enacted through direct communication.

Grangeville

A VR counselor visits this site one time per week. Referral exchange is enacted through direct communication, a sign up sheet, or by special appointment if necessary.

Boise

A VR counselor visits this site one time per week. Referral exchange is enacted through direct communication, a sign up sheet, or by special appointment if necessary.

Emmett

A VR counselor visits this site one time per week. Referral exchange is enacted through direct communication, a sign up sheet, or by special appointment if necessary.

Meridian

A VR counselor visits this site one time per week. Referral exchange is enacted through direct communication, a sign up sheet, or by special appointment if necessary.

McCall

A VR counselor visits this site three times per month. Referral exchange is enacted through direct communication, a sign up sheet, or by special appointment if necessary.

Mountain Home

A VR counselor visits this site one time per month. Referral exchange is enacted through direct communication, a sign up sheet, or by special appointment if necessary.

Pocatello

Referral exchange is completed by phone and personal contact with the C&L staff. C&L staff provides the customer with a VR information sheet to be completed by the

individual with assistance from the C&L staff if needed, the completed form is faxed to VR and an appointment is set at that time. In the event the C&L customer requests assistance from VR at the One Stop location, VR will send a counselor to that site.

Blackfoot

Referral exchange is completed by phone and personal contact with the C&L staff. C&L staff provides the customer with a VR information sheet to be completed by the individual with assistance from the C&L staff if needed, the completed form is faxed to VR and an appointment is set at that time. In the event the C&L customer requests assistance from VR at the One Stop location, VR will send a counselor to that site.

Twin Falls

If a C&L customer requests a referral to VR, a VR counselor will be on site to meet with that individual within 15 minutes of notification by C&L staff, or if acceptable to the customer, an appointment is set to meet with a VR counselor. There is regular and ongoing contact between C&L staff and VR. Referral exchange is completed by phone and personal contact with the C&L staff.

Blaine Count/ Hailey

A VR counselor visits this site one time per week. Referral exchange is enacted through direct communication, a sign up sheet, or by special appointment if necessary.

Burley/Mini-Cassia

If a C&L customer requests a referral to VR, a VR counselor will be on site to meet with that individual within 15 minutes of notification by C&L staff, or if acceptable to the customer, an appointment is set to meet with a VR counselor. There is regular and ongoing contact between C&L staff and VR. Referral exchange is completed by phone and personal contact with the C&L staff.

Idaho Falls

A VR counselor visits this site one time per week. Referral exchange is enacted through direct communication, a sign up sheet, or by special appointment if necessary.

Rexburg

Referral exchange is completed by phone and personal contact with the C&L staff

Salmon

VR and C&L are located in the same office building. . Referral exchange is enacted through direct communication.

8. Other comments or conditions not listed in the agreement

Idaho Division of Vocational Rehabilitation (VR) shall be independently responsible for determining eligibility for its respective programs.

Idaho Division of Vocational Rehabilitation shall be responsible for providing the direct supervision and control of its staff in such matters as selection and hiring decisions, personnel planning and evaluation, salary and benefits and other matters directly pertaining to an employer-employee relationship.

IDAHO WORKFORCE DEVELOPMENT SYSTEM PROGRAMS

ID 19 Program State Vocational Rehabilitation Services Program Voc. Rehab. Act
CFDA 84.126 **20CFR, Part 652 (VR)**

Primary Agency Idaho Division of Vocational Rehabilitation (TVR)
Purpose Gainful employment

Governance

Direct Grantee Idaho Division of Vocational Rehabilitation
Upward Line of Authority Governor appoints members to SBOE & State Advisory Committee. State Superintendent is elected. SBOE appoints Executive Director of Board staff.
Role/Function 2 advisory committees at Administrator level provide input and advice; State Independent Living Council & Idaho State Rehabilitation Council. Monitor policies & practices & make recommendations. Prepare annual report & coordinates with other councils
Service Provider(s) Private sector for profit & nonprofit providers in Community Rehab sites.

Planning & Public Involvement

Public Input Process Federal Rehabilitation Act mechanisms. Town meetings, State Rehab. Council, Public requests for input. Types required by State & Federal rules.
Coordination ISBE, universities, 6 agencies that are part of state rehabilitation umbrella, WIA partners & numerous others.
Marketing Efforts On-site; public mental health facilities; at corrections & juvenal court system; at disability organizations; & Disability Determinations office.
Role of Legislature Standard. Make laws that relate to education in Idaho.

Program Customers & Eligibility

Target Population Disabled
Income Eligibility Requirement
Other Eligibility Requirement Significant disability

Program Funding

Annual Funding Cycle State Fiscal Year & Federal Program Year.

Program Amount 2004	\$17,087,798	Program Amount 2006	\$22,545,718 (est)
Federal Funding 2004	\$12,779,063	Federal Funding 2006	\$13,674,341
State Funding 2004	\$3,622,050	State Funding 2006	\$7,813,000
Other Funding 2004	\$686,685	Other Funding 2006	\$1,058,377
Program Amount 2005	\$22,081,400	Program Amount 2007	
Federal Funding 2005	\$13,309,700	Federal Funding 2007	
State Funding 2005	\$7,707,300	State Funding 2007	
Other Funding 2005	\$1,064,400	Other Funding 2007	

Other Funding Source

Program Services

Emp Cnslg & Assmt Yes
GED or HS equiv. Yes
PS Deg or Cert Yes
Job Development Yes
Job Readiness Yes
Job Referral Yes
Job Search Yes
Nondegree Occ Trng Yes
On the Job Trng Yes
ABE or ESL Yes
Work Experience Yes
Support Services Yes
Labor Market Info Yes
Other Services Yes

Program Measures

Entered Employment Yes
Employment Retention No
Wage Gain Yes
Ed or Credential Attainment No
Other Positive Outcome No
Efficiency Yes
Customer Satisfaction Yes
Perf Mgt System Yes
Other Performance Measure
 Fed. RSA measures

Participant Outcomes

Served 2004 13,438
Positive 2004 1,777
Served 2005 13,268
Positive 2005 1,907
Served 2006 13,300(est)
Positive 2006 1,900(est)

In One Steps Yes

Referral Tracking Yes

Memorandum of Understanding
for the Idaho One Stop System Services
Offered to Participants in the One Stop System

1. One Stop Partner Organization

Organization Name: **State Department of Education/Office of Adult Basic Education**
Organization Contact: Cheryl Engel/ ABE-GED Coordinator
Street Address: 650 West State Street
City, State ZIP: Boise, Idaho 83720
Contact e-mail: csengel@sde.idaho.gov
Contact phone: 208-332-6933

2. Mandatory Programs

The organization named above is responsible as the administrative entity for the oversight of the following programs identified in the Workforce Investment Act as a mandatory One Stop partner program (check all that apply):

Check all that apply	Name of Program
	Wagner-Peyser – Employment Service
	Veterans – DVOP/LVER
	Unemployment Insurance
	Trade Adjustment Assistance
	Work Opportunity and W2W Tax Credits
	Economic and Community Development ¹
	WIA Adult, Dislocated Worker, Youth
	WIA Job Corps
	WIA Native American
	WIA MSFW
	Title V SCSEP
	Vocational Rehabilitation
	VR for the Blind
	VR Client Assistance
X	Adult Basic Education
	Carl Perkins Vocational Education ²
	CSBG Employment & Training ³
	HUD E&T ⁴

¹ State required – information and referral to state and community resources

² Required only if funds are used for non-traditional training or services offered to target groups

³ Required only if funds are used for employment & training

⁴ Required only if funds are used for employment & training

3. Optional Programs

The organization named above is responsible for the following programs designated as “optional” one stop partners and commits to coordinating these services in the One Stop system.

Check all that apply	Name of Program
	TAFI (TANF)
	Food Stamps Employment & Training
	Foster Youth Education and Training
	Workforce Development Training Fund
	Incumbent Worker Revolving Loan Fund
	Correction’s education and transition
	Other: (Name)
	Other: (Name)

4. Services to be Offered in the One Stop System

The One Stop partner agrees to the following provisions adopted by the WDC:

- Required One Stop partners will make applicable core services available and provide access to other services in at least one physical One Stop Center within each workforce region;
- Partners may utilize any authorized methodology to deliver core services provided the methodology
 - is consistent with the partner’s authorizing legislation and the WIA;
 - does not require the customer to travel to another location to obtain the core service; and
 - meets minimum standards of accessibility set forth in Section 188(a)(1) of the WIA.

The Idaho Adult Basic Education Program will deliver ABE Core services to at least one physical One Stop Center within each workforce region. We will also deliver services at multiple other locations in accordance with reasonable, regional DOCL and One-Stop partner needs. These core services include outreach, intake and orientation; initial assessment; and program performance information. The eligibility requirements for Adult Basic Education (including English as Second Language participants) and GED preparation include the following:

- **A participant must be 16 years of age or older**
- **Not enrolled in secondary school or taking any classes in secondary school**
- **Needs are below the level of high school completion -- as evidenced by a TABE Assessment-**
- **Is eligible to participate in any Adult & Family Literacy educational activity. This includes students who may already have attained a high school diploma or GED/HS Equivalency Certificate and who have skills below the twelfth grade level.**

- **Adult education instruction includes reading, writing, and or math at adult basic education level/s below high school completion and speaking, listening, reading and/or writing in English as a Second Language below level/s of high school completion**
- **The determining factor for participation in the ABE program is not whether a person has a GED certificate or high school diploma but rather “Having educational needs below the level considered equivalent to high school completion.”**

Adult Education Programs will either provide a physical presence within at least one One-Stop in each region, or have ABE personnel readily available to travel to the DOCL to meet a client at the One-Stop location when the One-Stop partner calls the Center for customer service. ABE Centers will also make available to the local One-Stop web-link information, Orientation and GED information, and other program information.

ABE will share the state training calendar with One-Stop partners and invite them to attend any on-line and face-to-face regional/State training opportunities provided through Adult Education and Family Literacy Act (AEFLA) Leadership funding. The training schedule is also easily accessed on the ABE website at www.sde.state.id.us/certification/AdultEd.asp

Location and Strategy for Providing Services

Adult Basic Education is provided through 6 regional program sites located in the state post-secondary institutions. The six regional centers provide instructional services in a number of communities within their regions. ABE staff can meet with customers at the One-Stop offices on an on-call basis, or customers can access ABE services and information electronically or get information through print and other media. In some regions a part time ABE person is available to assist in the One-Stop Center.

- Identify any One Stop Centers where services will be delivered on a
 - Full time basis
 - Part time basis
 - Electronically
 - Print or other media

One Stop Center	Full time	Contracted to Operator	Part time	Electronic	Print or other media
Boise			X	X	X
Twin Falls			X	X	X
Pocatello			X	X	X
CdA			X	X	X
Idaho Falls			X	X	X
Lewiston			X	X	X

- Identify the primary location of service delivery if not in the One Stop Center and note if these locations are intended to be affiliate centers. The WDC has encouraged all partners to offer access to services through the one stop system by assuring an awareness of system services at any point of entry. The WDC has also requested that partners identify their desire to serve as an "affiliate" One Stop Center. To qualify as an affiliate, partners agree to
 - provide access to the IdahoWorks automated system;
 - offer assisted services to those who prefer such services over automated services; and
 - make accurate and up-to-date information available for access on-line? IdahoWorks?

Primary Service Location	Region	Access at PSL	Affiliate Center
Boise 1)Caldwell 2)Eagle 3)Emmett 4)Garden City 5)Glenns Ferry 6)Homedale 7)Kuna 8)McCall 9)Meredian 10)Mt. Home 11)Nampa 12)Payette 13)Weiser	3 ABE delivers services on a part timebasis, electronically, andthrough print or other media *Same for all regions below		
<u>Coeur d'Alene</u> <u>1) Bonners Ferry</u> <u>2)Kellogg</u> <u>3)Post Falls</u> <u>4)St. Maries</u> <u>5)Sandpoint</u>	1		
Twin Falls	4		
Lewiston 1)Cottonwood 2)Grangeville 3)Kamiah	2		
Pocatello 1))Blackfoot 2)Malad 3)Montpelier 4)Preston 5)SodaSprings 6)American Falls	5		
Idaho Falls	6		

1)Arco 2)Ashton 3)Challis 4)Driggs 5)Duboise 6)Rexburg 7)Salmon 8)St.Anthony's			

5. Cost Sharing

All required one stop partners are required to use a portion of their funds to create, maintain and participate in the One Stop delivery system and to provide their core services.

- **Part time or Visiting Partner**
- **ABE will be a part time or visiting partner at the One-Stops and can deliver our ABE core services at these locations either in a part time physical presence or an on-call or itinerant basis.**
- Full Time Co-location

The Workforce Development Council required that those partners co-locating full time in a center enter into a separate cost sharing agreement that ensures the partner pays a fair share of the costs of operating the center. A copy of such agreement should be attached to this agreement.

- Part Time or Visiting Partners

The visiting partner agrees to assume responsibility for a fair share of the common costs of the Center based on a pro-rata share of participants of each partner who use the center. The partner agrees to provide a list of participants enrolled in their program at least once each fiscal period, at a time and in a manner to be agreed upon by partners to this MOU for the purpose of establishing the fair share of common costs. If costs are determined to be immaterial based on the participation of partner participants, no costs will be assigned to the partner. If costs are determined to be material, a separate agreement will be negotiated and affixed as an addendum to this agreement.

6. Referral Arrangements

Where we are not co-located, referrals may be made by a description of services, accompanied by a brochure, flyer, or business card made available to the one-stop partners. ABE and GED information is also available on the SDE/ABE website. Contact information and ABE Center schedules are provided to all One-stop partners. Depending on the individual needs of the client, sometimes a phone call is made by the ABE Center directly to the provider. Appointments are scheduled between clients and partners. ABE accept referrals either by direct contact from the other provider or by a contact from the client who has been directed to the Center. Referrals may come from walk-ins, phone calls, emails, letters, tours, or resource

fairs. ABE also provides presentations to staff and/or clients wherever needed. ABE also refers clients to the One-Stop during the Orientation/Intake process when client needs and barriers are discussed and referrals are made to supportive services. In some regions, ABE personnel may walk the client over to the One-Stop or meet them there for the purpose of easy transition.

- Describe your process for referral to the One Stop system partners
- Describe your process for referral from the One Stop system partners

7. Other comments or conditions not listed in the agreement

Adult Education providers will abide by the guidelines in FERPA regarding confidentiality policy.

Memorandum of Understanding for the Idaho One Stop System Services Offered to Participants in the One Stop System

1. One Stop Partner Organization

Organization Name: Idaho Commission for the Blind and Visually Impaired
 Organization Contact: Sue Payne, Rehab Services Chief
 Street Address: 341 W. Washington, P.O. Box 83720
 City, State ZIP: Boise, ID 83720-0012
 Contact e-mail: spayne@icbvi.state.id.us
 Contact phone: (208) 334-3220 ext. 398

2. Mandatory Programs

The organization named above is responsible as the administrative entity for the oversight of the following programs identified in the Workforce Investment Act as a mandatory One Stop partner program (check all that apply):

Check all that apply	Name of Program
	Wagner-Peyser – Employment Service
	Veterans – DVOP/LVER
	Unemployment Insurance
	Trade Adjustment Assistance
	Work Opportunity and W2W Tax Credits
	Economic and Community Development ¹
	WIA Adult, Dislocated Worker, Youth
	WIA Job Corps
	WIA Native American
	WIA MSFW
	Title V SCSEP
	Vocational Rehabilitation
X	VR for the Blind
	VR Client Assistance
	Adult Basic Education
	Carl Perkins Vocational Education ²
	CSBG Employment & Training ³
	HUD E&T ⁴

¹ State required – information and referral to state and community resources

² Required only if funds are used for non-traditional training or services offered to target groups

³ Required only if funds are used for employment & training

⁴ Required only if funds are used for employment & training

3. Optional Programs

The organization named above is responsible for the following programs designated as “optional” one stop partners and commits to coordinating these services in the One Stop system.

Check all that apply	Name of Program
	TAFI (TANF)
	Food Stamps Employment & Training
	Foster Youth Education and Training
	Workforce Development Training Fund
	Incumbent Worker Revolving Loan Fund
	Correction’s education and transition
	Other: (Name)
	Other: (Name)

4. Services to be Offered in the One Stop System

The One Stop partner agrees to the following provisions adopted by the WDC:

- Required One Stop partners will make applicable core services available and provide access to other services in at least one physical One Stop Center within each workforce region;
- Partners may utilize any authorized methodology to deliver core services provided the methodology
 - is consistent with the partner’s authorizing legislation and the WIA;
 - does not require the customer to travel to another location to obtain the core service; and
 - meets minimum standards of accessibility set forth in Section 188(a)(1) of the WIA.

ICBVI staff can deliver certain core services. These include outreach, intake and orientation, initial assessment and assistance with job search and placement. However, we do have certain restrictions as the population served by ICBVI must be legally or functionally blind, which presents barriers to employment and require vocational rehabilitation to achieve an employment outcome. Certain functions such as the determination of eligibility and the approval of the Individual Plan for employment must be done by the ICBVI VR Counselor.

Location and Strategy for Providing Services

ICBVI has 6 VR counselors statewide and they are available in Coeur d’Alene, Lewiston, Boise, Twin Falls and Pocatello. They can meet with customers at the One Stop offices on an on-call basis, access ICBVI electronically or get information through print and other media.

- Identify any One Stop Centers where services will be delivered on a
 - Full time basis
 - Part time basis
 - Electronically
 - Print or other media

One Stop Center	Full time	Contracted to Operator	Part time	Electronic	Print or other media
Boise			itinerant	yes	yes

Primary Service Location	Region	Access at PSL	Affiliate Center
Coeur d'Alene	1	Yes	Online access
Lewiston	2	Yes	Online access
Boise	3	Yes	Online access
Twin Falls	4	Yes	Online access
Pocatello	5	Yes	Online access

5. Cost Sharing

All required one stop partners are required to use a portion of their funds to create, maintain and participate in the One Stop delivery system and to provide their core services.

Part Time or Visiting Partners

ICBVI will be a part time or visiting partner at the One Stops and can deliver our core services at these locations on an on-call or itinerant basis.

The visiting partner agrees to assume responsibility for a fair share of the common costs of the Center based on a pro-rata share of participants of each partner who use the center. The partner agrees to provide a list of participants enrolled in their program at least once each fiscal period, at a time and in a manner to be agreed upon by partners to this MOU for the purpose of establishing the fair share of common costs. If costs are determined to be immaterial based on the participation of partner participants, no costs will be assigned to the partner. If costs are determined to be material, a separate agreement will be negotiated and affixed as an addendum to this agreement.

6. Referral Arrangements

ICBVI will make referrals to the One Stop system either by phone, email, electronically through the website or by physical presence in the One Stop office. Referrals to all other One Stop partners will be made using the same methods, depending on the individual needs of the client.

When One Stop partners refer people to ICBVI, they need to consider that the person has a visual impairment or blindness as the disabling condition as this is the restricted population that ICBVI serves as defined in the Rehabilitation Act Amendments of 1998, Title IV of the Workforce Investment Act.

7. Other comments or conditions not listed in the agreement

Confidentiality: ICBVI will abide by the guidelines for confidentiality as outlined in the Rehabilitation Act Amendments of 1998.

Dispute Resolution: ICBVI agrees to resolve disputes at the level closest to the client using the agency's internal procedures. When the dispute is between agencies, then the Rehab Services Chief and other agency official will meet to resolve the issue.